



# Create a Timeline in MS Word

## Technology for Classroom Teachers

Marilyn Western

1. Open a MS Word document. **Save** as **timeline**.
2. Click on **Table** and **Insert** and **Table**.
3. Make your table **8 columns** and **1 row**.
4. Click in the **first cell** in the table. Type in the first year of your first time period.
5. Fill in the rest of the cells in the table with first year of the remaining time periods.
6. Select the **text box** from the **Drawing** toolbar. Click and drag a text box.
7. Type in the actual year in which your important event took place. Hit **Enter**.
8. Type a short description of the event or an interesting fact, etc.
9. Move the text box under the correct time period.
10. Continue making text boxes and placing them under their time periods.
11. Select the **arrow tool** on the **Drawing** toolbar. Draw an arrow from your time period table to its text box event.
12. Continue with the rest of the events.

For some oo la la:

1. Use **WordArt** for the title of your timeline.
2. Select the text in a text box. Click on **Format** and **Text direction**. Make the text read sideways to your timeline table.
3. **Insert pictures** below text boxes or above the timeline table.

# Shel Silverstein

